

Weekly Report for Week Ending 26 November 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 43 actions requiring the printing of 699,950 copies or sets of blank forms.
- (2) Six new and 19 revised forms were approved.

b. Intangible

- (1) In connection with the proposed revision and processing of Form 1315, "Statement of Earnings and Deduction", was instrumental in having the OPI (Office of Comptroller) reconsider, and coordinate with the Office of Security, the Security implication involved in requesting the printing of this form in a commercial printing plant. As a result of this reconsideration, and coordination, it was possible to so modify the form that Agency security requirements were met, at the same time, making it permissible to have the form printed by a commercial contractor [REDACTED] 25X1A9a
- (2) Twelve forms needed by DD/P on a priority basis were designed, processed and sent to the printer within a 3 day period. 25X1A9a [REDACTED]

2. Assignments - Active

1. Seven new and 25 revisions.
2. Six employee suggestions.
3. Security Staff (New Building Staff). The recently installed photographic security badging system is working most effectively. On 24 November, 19 persons were processed through the entire badging cycle in 25 minutes. This is an average processing time of 79 seconds. [REDACTED] 25X1A9a
4. All other projects processing normally.

3. News 25X1A9a

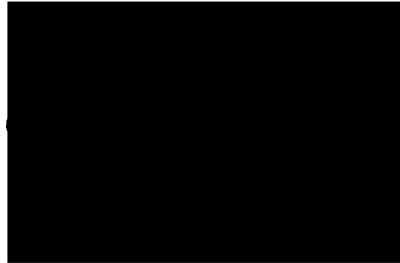
- a. Mr. [REDACTED] and I attended the last IRAC meeting.

* In other words, a security violation of some significance was prevented.

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- b. Mr. [REDACTED] and I met with Mr. [REDACTED] SD/OL to continue Forms Stock Management Improvement talks. Detailed accomplishments will be reported next week.
- c. I attended the last luncheon meeting of the American Society of Public Administration. The significance of the recent elections ^{was} were discussed.



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